



WESS

DJRS



Jump

Mod 4: Advanced Administrative
Roles

Welcome to the Naval Safety Center's
Training Course for the Jump portion of
the Dive/Jump Reporting System (DJRS).



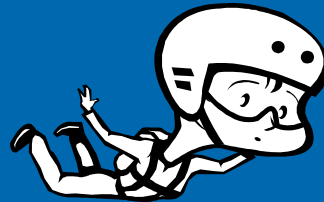
In this Module, we will show you:

- ✓ Roles that grant privileges and authority to use advanced DJRS functions
- ✓ How to grant or remove access of these roles

Topics covered :


- Roles And Permissions
- Giving/Removing Roles and Permissions
- Editing a Profile
- Quads and Currencies
- Help

DJRS Roles



Depending on the roles or permissions one is granted, each DJRS home page will look slightly different. There are 5 different roles available, each give the individual a unique set of functions. Each is cumulative. A member could have all, none, or a mixture of the 5 roles to allow that member to perform a unique set of functions.

Basic Profile – No Roles Profile With All 5 Roles



NAVY & MARINE CORPS

DJRS

Dive/Jump Reporting System

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Navy/Marine Corps Dive/Jump Reporting System

DJRS ID 6351414 Peterson, Jay PR1


Jumps you have been personally involved with

My Jumps

Print My Jump Log

Show jumps for 2010 Refresh

Operation #	Date	Controlling Unit
962 Print-Friendly	Jun 17, 2010	N46985 - SEAL TEAM 8
944 Print-Friendly	Jun 9, 2010	N46985 - SEAL TEAM 8
946 Print-Friendly	Jun 10, 2010	N46985 - SEAL TEAM 8
893 Print-Friendly	Mar 8, 2010	N46985 - SEAL TEAM 8
952 Print-Friendly	Jun 12, 2010	N46985 - SEAL TEAM 8
951 Print-Friendly	Jun 12, 2010	N46985 - SEAL TEAM 8
896 Print-Friendly	Mar 11, 2010	N46985 - SEAL TEAM 8
929 Print-Friendly	Mar 23, 2010	N46985 - SEAL TEAM 8
899 Print-Friendly	Mar 15, 2010	N46985 - SEAL TEAM 8
950 Print-Friendly	Jun 12, 2010	N46985 - SEAL TEAM 8
961 Print-Friendly	Jun 17, 2010	N46985 - SEAL TEAM 8
954 Print-Friendly	Jun 14, 2010	N46985 - SEAL TEAM 8
943 Print-Friendly	Jun 8, 2010	N46985 - SEAL TEAM 8
901 Print-Friendly	Mar 16, 2010	N46985 - SEAL TEAM 8
889 Print-Friendly	Mar 8, 2010	N46985 - SEAL TEAM 8
956 Print-Friendly	Jun 16, 2010	N46985 - SEAL TEAM 8
892 Print-Friendly	Mar 8, 2010	N46985 - SEAL TEAM 8
943 Print-Friendly	Jun 8, 2010	N46985 - SEAL TEAM 8
901 Print-Friendly	Mar 16, 2010	N46985 - SEAL TEAM 8
889 Print-Friendly	Mar 8, 2010	N46985 - SEAL TEAM 8
929 Print-Friendly	Mar 23, 2010	N46985 - SEAL TEAM 8
899 Print-Friendly	Mar 15, 2010	N46985 - SEAL TEAM 8



NAVY & MARINE CORPS

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Navy/Marine Corps Dive/Jump Reporting System

DJRS ID 6351414 Peterson, Jay PR1

Jumps you have been personally involved with

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Print My Jump Log

Show jumps for 2010 Refresh

Operation #	Date	Controlling Unit
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DJRS Administrative Roles/Functions

Basic Account No Roles



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Jump Analyst



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Adds "Jump History" Tab

Jump History

Jump Profile Manager



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Jump Recorder



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Adds "Jumps in Progress" Tab

Jumps In Progress

DJRS Role Sharer



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Jump Unit Manager



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Adds both additional Tabs

Jump History

Jumps In Progress

Jump Analyst



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The Jump Analyst role allows you to pull up, view, and print reports on various statistics gathered by DJRS. Those reports include:

- Unit Cargo Drop Report
- Unit Jump History Report
- Individual Jump Currencies
- Individual Jump Logs

Members who have this role will be granted the “Jump History” tab to allow them to view their units jump history.

Jump History

Jump Profile Manager



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The Jump Profile Manager role will help you to manage your unit's DJRS profiles and member's quals and currencies. Profile Manager will allow you to:

- Edit DJRS jump profiles
- Edit jump related qualifications
- Gain/Lose Jumpers to/from unit
- Deactivate/reactivate DJRS profiles
- Set, change, and delete associations between DJRS profiles and WESS accounts

Jump Recorder




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The Jump Recorder role allows you to create, generate, and submit jump manifests. Since this role requires visibility of unit jump ops, the “Jumps In Progress” tab is granted to those who possess this role.

Jumps In Progress

DJRS Role Sharer



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DJRS Role Sharer allows you to share your roles with other unit members. You will have the ability to grant or remove any role that you yourself possess. It is recommended that this role be limited to those individuals filling the PSO/AODO positions.

This role will also allow you to see who possess what roles in your unit. The only drawback is that you will only have visibility over those roles you yourself possess. For PSOs/AODOs, this shouldn't be an issue since they should possess all 5 roles.

Jump Unit Manager



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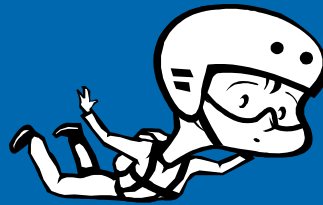
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The Jump Unit Manager role possess the capabilities of the other jump roles combined into one “Master” role (with the exception of Role sharer). Jump Unit Manager is designed for upper management and senior enlisted leadership. Jump Unit Managers will also have both additional jump tabs.

Jumps In Progress


Jump History

Granting & Removing Roles



Granting and Removing Roles

We've shown you the different DJRS Roles and their individual abilities and functions. Now we'll show you how to grant those roles as well as remove them from members who no longer rate them.

The background of the slide features several sets of concentric circles in a lighter shade of blue, resembling ripples in water. These circles are positioned in the lower right and bottom center areas of the slide.



DJRS ID 6351414 Peterson, Jay PR1

Jumps you have been personally involved with

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My Jumps **Jumps In Progress** **Jump History**

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Total Career Jumps: 61

Low-Level Static Line: 34

Static Line Ram-Air: 2

Military Free Fall: 25

Operation #	Date	Controlling Unit
962 Print-Friendly	Jun 17, 2010	N46985 - SEAL TEAM 8
964 Print-Friendly	Jun 9, 2010	N46985 - SEAL TEAM 8
965 Print-Friendly	Jun 10, 2010	N46985 - SEAL TEAM 8
893 Print-Friendly	Mar 8, 2010	N46985 - SEAL TEAM 8
952 Print-Friendly	Jun 12, 2010	N46985 - SEAL TEAM 8
951 Print-Friendly	Jun 12, 2010	N46985 - SEAL TEAM 8
896 Print-Friendly	Mar 11, 2010	N46985 - SEAL TEAM 8
929 Print-Friendly	Mar 23, 2010	N46985 - SEAL TEAM 8
899 Print-Friendly	Mar 15, 2010	N46985 - SEAL TEAM 8
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961 Print-Friendly	Jun 17, 2010	N46985 - SEAL TEAM 8
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889 Print-Friendly	Mar 8, 2010	N46985 - SEAL TEAM 8
929 Print-Friendly	Mar 23, 2010	N46985 - SEAL TEAM 8
899 Print-Friendly	Mar 15, 2010	N46985 - SEAL TEAM 8

Click on "Share/Remove Roles"

Share/Remove Roles

Share/remove the authority to use certain functions of the DJRS system with other users

Select Person whose privileges will be modified

Enter information in one or more fields:

DJRS ID ?

7 characters left

Last Name ?
(partial, starts with) 50 characters left

First Name ?
(partial, starts with) 50 characters left

Date of Birth ?

Foreign ID ?

20 characters left

Current DJRS Unit ?

**Fill in info for the member
you wish to modify
privileges.**

Share/Remove Roles

Share/remove the authority to use certain functions of the DJRS system to other users

Changing roles for DJRS Profile #4577398 Norris, Chuck ADM

Roles you have that can be shared/removed with
#4577398 Norris, Chuck ADM:

Jump Analyst Users with this role can: <ul style="list-style-type: none"> view jump history tab, regardless of profile type produce a jump history report produce a cargo drop report produce a jump currency report produce a personal jump log for other people 	ADM Norris does not have role No history for role	Justification: <input type="text"/> 50 characters left <input type="button" value="Share"/>
Jump DJRS Profile Manager Users with this role can: <ul style="list-style-type: none"> set DJRS profiles to be Jumpers edit DJRS profiles for people already in the system set, change, and delete associations between DJRS profiles and WESS accounts deactivate and/or reactivate DJRS profiles assign (lose) people from units to PCS/OTHER edit the jump-related qualifications of other people assign (gain) people from PCS/OTHER to units 	ADM Norris does not have role No history for role	Justification: <input type="text"/> 50 characters left <input type="button" value="Share"/>
Jump Recorder Users with this role can: <ul style="list-style-type: none"> create and enter manifests view jumps in progress tab, regardless of profile type 	ADM Norris does not have role No history for role	Justification: <input type="text"/> 50 characters left <input type="button" value="Share"/>
Jump Unit Manager Users with this role can: <ul style="list-style-type: none"> deactivate and/or reactivate DJRS profiles edit DJRS profiles for people already in the system view jumps in progress tab, regardless of profile type create and enter manifests view jump history tab, regardless of profile type share and revoke roles with other people and produce Roles Report produce a jump history report produce a personal jump log for other people assign (lose) people from units to PCS/OTHER produce a cargo drop report edit the jump-related qualifications of other people produce a jump currency report set, change, and delete associations between DJRS profiles and WESS accounts assign (gain) people from PCS/OTHER to units set DJRS profiles to be Jumpers 	ADM Norris does not have role No history for role	Justification: <input type="text"/> 50 characters left <input type="button" value="Share"/>
Role Sharer Users with this role can: <ul style="list-style-type: none"> share and revoke roles with other people and produce Roles Report 	ADM Norris does not have role No history for role	Justification: <input type="text"/> 50 characters left <input type="button" value="Share"/>

This is the Role Share screen. As you can see, listed are the five DJRS Jump roles. Keep in mind that as a Role Sharer, you can only share/remove the roles you yourself possess.

Share/Remove Roles

Share/remove the authority to use certain functions of the DJRS system to other users

Changing roles for DJRS Profile #4577398
Norris, Chuck ADMRoles you have that can be shared/removed with
#4577398 Norris, Chuck ADM:

Jump Analyst Users with this role can: <ul style="list-style-type: none"> view jump history tab, regardless of profile type produce a jump history report produce a cargo drop report produce a jump currency report produce a personal jump log for other people 	ADM Norris does not have role No history for role	Justification: <input type="text"/> 50 characters left <input type="button" value="Share"/>
Jump DJRS Profile Manager Users with this role can: <ul style="list-style-type: none"> set DJRS profiles to be Jumpers edit DJRS profiles for people already in the system set, change, and delete associations between DJRS profiles and WESS accounts deactivate and/or reactivate DJRS profiles assign (lose) people from units to PCS/OTHER edit the jump-related qualifications of other people assign (gain) people from PCS/OTHER to units 	ADM Norris does not have role No history for role	Justification: collateral duty 35 characters left <input type="button" value="Share"/>
Jump Recorder Users with this role can: <ul style="list-style-type: none"> create and enter manifests view jumps in progress tab, regardless of profile type 	ADM Norris does not have role No history for role	Justification: <input type="text"/> 50 characters left <input type="button" value="Share"/>
Jump Unit Manager Users with this role can: <ul style="list-style-type: none"> deactivate and/or reactivate DJRS profiles edit DJRS profiles for people already in the system view jumps in progress tab, regardless of profile type create and enter manifests view jump history tab, regardless of profile type share and revoke roles with other people and produce Roles Report produce a jump history report produce a personal jump log for other people assign (lose) people from units to PCS/OTHER produce a cargo drop report edit the jump-related qualifications of other people produce a jump currency report set, change, and delete associations between DJRS profiles and WESS accounts assign (gain) people from PCS/OTHER to units set DJRS profiles to be Jumpers 	ADM Norris does not have role No history for role	Justification: <input type="text"/> 50 characters left <input type="button" value="Share"/>
Role Sharer Users with this role can: <ul style="list-style-type: none"> share and revoke roles with other people and produce Roles Report 	ADM Norris does not have role No history for role	Justification: <input type="text"/> 50 characters left <input type="button" value="Share"/>

To grant a member a role, first you must list a justification . Then by clicking “Share” the role will instantly be applied to their profile. Repeat this process for each role you wish to grant the member

Share/Remove Roles

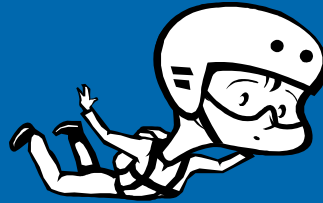
Share/remove the authority to use certain functions of the DJRS system to other users

Changing roles for DJRS Profile #4577398
Norris, Chuck ADMRoles you have that can be shared/removed with
#4577398 Norris, Chuck ADM:

Jump Analyst Users with this role can: <ul style="list-style-type: none"> view jump history tab, regardless of profile type produce a jump history report produce a cargo drop report produce a jump currency report produce a personal jump log for other people 	ADM Norris has role Shared by Smith, Morris B PR1 at 1606 EST on 01/31/2011 Reason: collateral duty	Justification: <input type="text"/> 50 characters left <input type="button" value="Remove"/>
Jump DJRS Profile Manager Users with this role can: <ul style="list-style-type: none"> set DJRS profiles to be Jumpers edit DJRS profiles for people already in the system set, change, and delete associations between DJRS profiles and WESS accounts deactivate and/or reactivate DJRS profiles assign (lose) people from units to PCS/OTHER edit the jump-related qualifications of other people assign (gain) people from PCS/OTHER to units 	ADM Norris has role Shared by Smith, Morris B PR1 at 1606 EST on 01/31/2011 Reason: collateral duty	Justification: <input type="text"/> 50 characters left <input type="button" value="Remove"/>
Jump Recorder Users with this role can: <ul style="list-style-type: none"> create and enter manifests view jumps in progress tab, regardless of profile type 	ADM Norris has role Shared by Smith, Morris B PR1 at 1606 EST on 01/31/2011 Reason: collateral duty	Justification: <input type="text"/> 30 characters left <input type="button" value="Remove"/>
Jump Unit Manager Users with this role can: <ul style="list-style-type: none"> deactivate and/or reactivate DJRS profiles edit DJRS profiles for people already in the system view jumps in progress tab, regardless of profile type create and enter manifests view jump history tab, regardless of profile type share and revoke roles with other people and produce Roles Report produce a jump history report produce a personal jump log for other people assign (lose) people from units to PCS/OTHER produce a cargo drop report edit the jump-related qualifications of other people produce a jump currency report set, change, and delete associations between DJRS profiles and WESS accounts assign (gain) people from PCS/OTHER to units set DJRS profiles to be Jumpers 	ADM Norris has role Shared by Smith, Morris B PR1 at 1606 EST on 01/31/2011 Reason: collateral duty	Justification: <input type="text"/> 50 characters left <input type="button" value="Remove"/>
Role Sharer Users with this role can: <ul style="list-style-type: none"> share and revoke roles with other people and produce Roles Report 	ADM Norris has role Shared by Smith, Morris B PR1 at 1606 EST on 01/31/2011 Reason: collateral duty	Justification: <input type="text"/> 50 characters left <input type="button" value="Remove"/>

To remove a role from a members profile, again you must first list a justification . Then by clicking “Remove” the role will instantly be removed from their profile.

Editing DJRS Profiles



Editing DJRS Profiles

Navy/Marine Corps Dive/Jump Reporting System - FOR OFFICIAL USE ONLY

DJRS ID 5030398 Roberts, Lewis SO2
Jumps you have been personally involved with

My Jumps **My Dives** **Jumps In Progress** **Dives In Progress** **Jump History** **Dive History** [Help](#)

[Print My Jump Log](#)

Show jumps for [Refresh](#)

Total Career Jumps: 0
Low-Level Static Line: 0
Static Line Ram-Air: 0
Military Free Fall: 0

Operation #	Date	Controlling Unit
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To edit a members profile, just click “Edit DJRS Profiles”

Locating a Profile

Navy // Marine Corps Dive/Jump Reporting System - FOR OFFICIAL USE ONLY

DJRS Profiles
Manage DJRS Profiles

Find DJRS Profile

Enter a DJRS ID or use the Last Name, First Name and Date of Birth if you do not have the DJRS ID.
Fields marked with an * are required fields if the DJRS ID is not used:

DJRS ID ? 7 characters left

Last Name ? 50 characters left
(partial, starts with)

First Name ? 50 characters left
(partial, starts with)

Date of Birth ?

Foreign ID ? 20 characters left

Current DJRS Unit ?

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In order to edit a members profile, you must first locate it. After clicking “Edit DJRS Profiles” you will come to this search screen. You have many options in finding the members profile. The easiest and most foolproof method is to enter the members DJRS ID number. If you are not in possession of the DJRS ID, the next best method is to use the members last name and first initial. If the member has a long or complex last name, it also helps to just use a portion of it.

Lets start by editing the profile for: SO3 John William Hancock, DOB: 03Mar83. Entering in all his information comes back with zero results. Typically this would mean that the member does not have a DJRS profile. You would then have to send a DJRS Profile Request form to the Naval Safety Center to have a profile created for this Jumper.

DJRS ID ?
7 characters left

Last Name ? 
(partial, starts with) 43 characters left

First Name ? 
(partial, starts with) 46 characters left

Date of Birth ? 

Foreign ID ?
20 characters left

Current DJRS Unit ?

0 result(s) match your criteria 

DJRS ID	Name	Unit
---------	------	------

Trainee



SO3 John William
Hancock
DOB: 03 March 83

However, by just entering a portion of the last name and the first initial, you get several results back.

When reviewing the results, we find that SO3 Hancock does indeed have a DJRS profile that has his name spelled incorrectly.

DJRS ID ? 7 characters left

Last Name ? 47 characters left

(partial, starts with)

First Name ? 49 characters left

(partial, starts with)

Date of Birth ?


Foreign ID ? 20 characters left

Current DJRS Unit ?

4 result(s) match your criteria

DJRS ID	Name	Unit
5498364	Hancock, John Adams SSGT	M14717 - DETACHMENT, 4TH FORCE RECONNAISSANCE
8078639	Hancock, John James PR2	N08943 - SEAL TEAM 4
2307162	Hannock, John William SO3	N68869 - NAVSPECWARCEN CORONADO, CA
7256489	Hardy, Jack Brad MGYSGT	M20901 - HQTRS MARFORSOC


Here is an example of what you'll get if you enter too little information.

 ERROR: More than 100 divers/jumpers match the criteria specified. Please be more specific.

Enter a DJRS ID or use the Last Name, First Name and Date of Birth if you do not have the DJRS ID.
Fields marked with an * are required fields if the DJRS ID is not used:

DJRS ID 


7 characters left

Last Name 

(partial, starts with)


smith

45 characters left

First Name 


(partial, starts with)

50 characters left


Date of Birth 

Select

Clear

Foreign ID 

20 characters left

Current DJRS Unit 

Match any Unit

Search

Clear Fields

Part or all of the last name and the first initial is usually enough to do the trick.

DJRS ID 7 characters left

Last Name (partial, starts with) 45 characters left

First Name (partial, starts with) 49 characters left

Date of Birth

Foreign ID 20 characters left

Current DJRS Unit

1 result(s) match your criteria

DJRS ID	Name	Unit
4913835	Smith, Zack Allen SSGT	FFFLXC - 321ST SPECIAL TACTICS SQUADRON



When you locate the correct members profile, click on the DJRS ID tab to edit.



DJRS Profiles

Manage DJRS Profiles

Note: Fields marked with an * are required fields

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Editing DJRS Profile #8078639

Hancock, John James PR2

Account and Profile Control

Profile Type * ?
(Check all that apply)

☐ Diver

☒ Jumper

☐ Static Line Jumpmaster

☐ Free Fall Jumpmaster

☐ Joint Airdrop Inspector

☐ Parachute Safety Inspector

☐ Parachute Safety Officer / Air Operations Division Officer

Status ?

☒ Active

☐ Deactivated

Status Justification ?

50 characters left

Associated

WESS Account

? None

[Associate](#)

Personal Information

Last Name * ?

Hancock

43 characters left

First Name * ?

John

48 characters left

Middle Name ?

James

45 characters left

Gender * ?

☒ Male

☐ Female

Date of Birth * ?

23 Jun 1960

Select

Height ?

5ft. 0in.

Weight ?

122

0 characters left

Professional Information

Branch of

Service * ?

NAVY

Grade * ?

E-5

Rate/Rank * ?

PR2

3 characters left

(e.g., SSGT, SEAL1, SFC, GYSGT, CIV)

NEC ?

PR-7353 - Special Operations Parachute Rigger PR-7353

[Change...](#)

DJRS Unit * ?

N08943 - SEAL TEAM 4

[PCS/OTHER](#)

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Arrows mark the major areas that a DJRS profile would require editing:

- Updating Members quals: IM, JAL, DZSO

- Deactivating a profile

- Associating profile to a WESS account

- Correcting / updating personal info

- PCSing a member

- Printing a member's DJRS ID/Wallet Card




DJRS ID/Wallet Card

Account and Profile

To edit the Jumper's profile type, simply check the box for each qualification/position the member holds.

Account and Profile Control

Profile Type * 
(Check all that apply)


- ☐ Diver
- ☒ Jumper
 - ☐ Static Line Jumpmaster
 - ☐ Free Fall Jumpmaster
 - ☐ Joint Airdrop Inspector
 - ☐ Parachute Safety Inspector
 - ☐ Parachute Safety Officer / Air Operations Division Officer

Each box checked will add the member to that specific qualification's database. For example: When you click Static Line J/M, the member will now be able to be chosen from the list of qualified Static Line Jump Masters, when creating a jump manifest.

DJRS is in the process of adding additional sub-qualifications. Until the system has been updated to reflect the change, certain quals will share boxes. In order to designate a Jumper as a DZSO, you must check the Parachute Safety Inspector (PSO) box (NAVY). To designate a Jumper as a Malfunction Officer (MO) you must check the IAI box

Deactivating An Account

Once a profile is created it can not be deleted. If a member falls into a non jump or dive status (loss of quals, retirement, military separation) the profile should be deactivated. Simply change the status and then add the reason for the change in the block provided.



The diagram illustrates the process of deactivating an account. It shows two forms connected by a large blue arrow pointing downwards.

Top Form (Initial State):

- Status:** ? ☒ Active ☐ Deactivated
- Status Justification:** ?
50 characters left

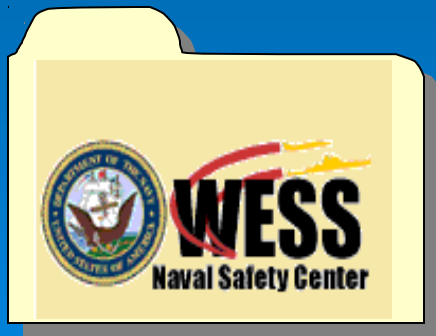
Bottom Form (Final State):

- Status:** ? ☐ Active ☒ Deactivated
- Status Justification:** ?
33 characters left

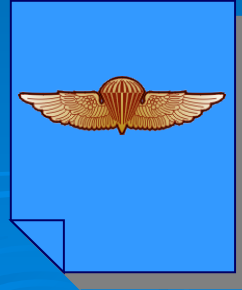
Associating a DJRS Profile

- In order for a Jumper to gain access to DJRS, their profile must be associated with a WESS account. After the member requests, and is issued a WESS account, the unit's DJRS Profile Manager can link the two.
- However, if your unit does not have a DJRS Profile Manager position established, you will have to contact the Naval Safety Center to have your Profile associated.

WESS Account



**DJRS Profile
Access**




DJRS




Associating a DJRS Profile (cont.)


Editing DJRS Profile #4577398 Norris, Chuck ADM


Account and Profile Control

Profile Type *  ☒ Jumper
(Check all that apply)

- ☒ Static Line Jumpmaster
- ☒ Free Fall Jumpmaster
- ☒ Joint Airdrop Inspector
- ☐ Parachute Safety Inspector
- ☒ Parachute Safety Officer / Air Operations Division Officer


Status  ☒ Active ☐ Deactivated

Status Justification 
50 characters left

Associated WESS Account  None

Click “Associate”

Set Association of DJRS Profile to WESS Account

Email Address: 

In the block that pops up, enter an official government email address and then click “Lookup”.

Associating a DJRS Profile (cont.)

Set Association of DJRS Profile to WESS Account

Email Address: ?

chuck.norris@navy.mil

Lookup

Clear WESS ID for Current Profile

Cancel

Set Association of DJRS Profile to WESS Account

Email Address: ?

chuck.norris@na

Lookup

Details for User ID: 445674789

Name: Norris, Chuck

Email: chuck.norris@navy.mil

Unit: N63393

Set Current Profile to this WESS ID

Clear WESS ID for Current Profile

Cancel

If after clicking “Lookup”, nothing happens, or an error screen appears, then the member does not have a WESS account, or the email address is incorrect. Contact the Naval Safety Center’s WESS help desk for

After finding the member’s WESS account ID, click “Set Current Profile to this WESS ID” to associate. Make sure to click “Save” at the bottom of the edit profile screen to save the new profile settings.



DJRS Profiles

Manage DJRS Profiles

Note: Fields marked with an * are required fields

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Editing DJRS Profile #4577398

Norris, Chuck ADM

✓ Person saved.

Account and Profile Control

Profile Type * ☐ Jumper
(Check all that apply)

- ☒ Static Line Jumpmaster
- ☒ Free Fall Jumpmaster
- ☒ Joint Airdrop Inspector
- ☐ Parachute Safety Inspector
- ☒ Parachute Safety Officer / Air Operations Division Officer

Status ☒ Active ☐ Deactivated

Status Justification
50 characters left

Associated WESS Account 1186789764 [Change](#)

Personal Information

Last Name * Norris

First Name * Chuck

Middle Name

Gender * ☒ Male ☐ Female

Date of Birth * 15 Jan 1971
[Select](#)

Height * 5ft. 0in.

Weight * 0
2 characters left

Professional Information

Branch of Service * NAVY

Grade * O-10

Rate/Rank * ADM
3 characters left
(e.g., SSGT, SEAL1, SFC, GYSGT, CIV)

NOBC 9295 - ADVANCED SEAL DELIVERY SYSTEM 9295
[Change...](#)

DJRS Unit * N63393 - NAVAL SAFETY CENTER
PCS/OTHER

[Save](#)

[Cancel](#)

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After you associate the profile to a WESS account and click save at the bottom of the profile screen, you will see the WESS account ID# listed.

When a profile becomes linked to a WESS account, the members name blocks become locked. It is very important that the members name is correct before associating it

Make sure that you click "Save" or your changes will not take effect.

PCS/Transferring a Profile

Every time a member transfers/PCS's to a new unit, their profile has to follow them. Whether the member is transferring to another command, retiring, or separating from the military, the members profile must be placed in a PCS/Other status within DJRS.

Professional Information

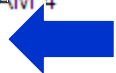
Branch of Service *

Grade *

Rate/Rank *
3 characters left
(e.g., SSGT, SEAL1, SFC, GYSGT, CIV)

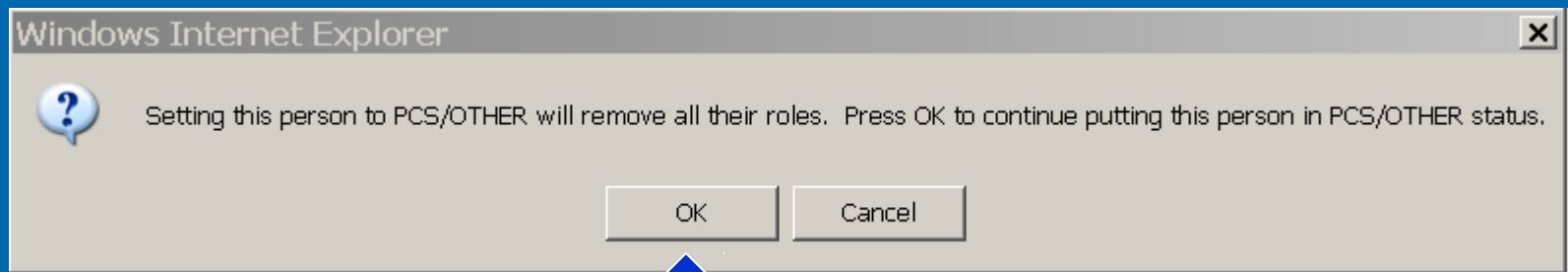
NEC

DJRS Unit *



**To transfer a member, simply click
“PCS/Other”.**

A warning will pop up notifying you that if the member is transferred they will lose all roles they might have been assigned within the system. This is done so that profiles do not carry roles with them to each consecutive command. Roles must be reassigned at the members new unit.



Click "OK" to proceed.

After clicking “ok” the member is placed into a PCS status. If you change your mind, simply click “Reset to Current Unit” to place the member back into the previous unit. To make the PCS status complete, click “Save” at the bottom of the screen.

Professional Information

Branch of Service * ? NAVY

Grade * ? E-5

Rate/Rank * ? PR2
3 characters left
(e.g., SSGT, SEAL1, SFC, GYSGT, CIV)


NEC ? PR-7353 - Special Operations Parachute Rigger PR-7353
Change...

DJRS Unit * ? Permanent Change of Station/Other Unit not Listed
Reset to current unit

Save

Cancel

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Once saved, the member can then be placed into another unit by clicking on the “Change..” button. This is usually done by the gaining command upon member check-in.

Professional Information

Branch of Service * ? NAVY

Grade * ? E-5

Rate/Rank * ? PR2
3 characters left
(e.g., SSGT, SEAL1, SFC, GYSGT, CIV)


NEC ? PR-7353 - Special Operations Parachute Rigger PR-7353
Change...

DJRS Unit * ? PCS/OTHER - PERMANENT CHANGE OF STATION/OTHER
Change...

Save

Cancel

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DJRS ID/Wallet

In the lower right hand corner of the profile screen is the DJRS ID/Wallet Card icon. Jumpers can use this to help them remember their DJRS number. Click on this icon to print the members DJRS ID/Wallet Card.

Personal Information

Last Name * ? Hancock

43 characters left

First Name * ? John

46 characters left

Middle Name ? James

45 characters left

Gender * ? ☒ Male ☐ Female

Date of Birth * ? 23 Jun 1960

Select

Height ? 5ft. 0in. ▼

Weight ? 122

0 characters left

Professional Information

Branch of Service * ? NAVY ▼

Grade * ? E-5 ▼

Rate/Rank * ? PR2

3 characters left

(e.g., SSGT, SEAL1, SFC, GYSGT, CIV)

NEC ? PR-7353 - Special Operations Parachute Rigger PR-7353

Change...

DJRS Unit * ? N08943 - SEAL TEAM 4

PCS/OTHER

Save

Cancel

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Web Enabled Safety System
Dive/Jump Reporting System
For Official Use Only

Hancock, John James PR2

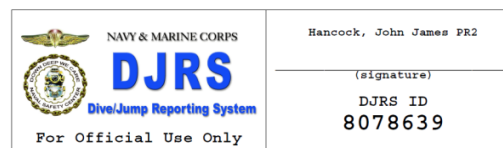
Your DJRS ID is
8078639

Your jump and/or dive logs will be
stored under this DJRS ID for the
remainder of your military career.

Save and/or memorize
this number

Protect this form for
privacy

Wallet Card - Cut out and Save




DJRS ID/Wallet Card

Saving Profile Changes

Remember: After any changes to the profile screen, “Save” must be selected at the bottom of the screen in order for those changes to be saved.

Quals/Currenci es

**DJRS**
Dive/Jump Reporting System

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DJRS ID 6351414 Peterson, Jay PR1
Jumps you have been personally involved with

My Jumps

Jumps In Progress

Jump History

[Print My Jump Log](#)

Show jumps for [Refresh](#)

Operation #	Date	Controlling Unit
862 Print-Friendly	Jun 17, 2010	N46985 - SEAL TEAM 8
844 Print-Friendly	Jun 9, 2010	N46985 - SEAL TEAM 8
946 Print-Friendly	Jun 10, 2010	N46985 - SEAL TEAM 8
893 Print-Friendly	Mar 8, 2010	N46985 - SEAL TEAM 8
952 Print-Friendly	Jun 12, 2010	N46985 - SEAL TEAM 8
951 Print-Friendly	Jun 12, 2010	N46985 - SEAL TEAM 8
896 Print-Friendly	Mar 11, 2010	N46985 - SEAL TEAM 8
929 Print-Friendly	Mar 23, 2010	N46985 - SEAL TEAM 8
899 Print-Friendly	Mar 15, 2010	N46985 - SEAL TEAM 8
950 Print-Friendly	Jun 12, 2010	N46985 - SEAL TEAM 8
961 Print-Friendly	Jun 17, 2010	N46985 - SEAL TEAM 8
954 Print-Friendly	Jun 14, 2010	N46985 - SEAL TEAM 8
943 Print-Friendly	Jun 8, 2010	N46985 - SEAL TEAM 8
901 Print-Friendly	Mar 16, 2010	N46985 - SEAL TEAM 8
889 Print-Friendly	Mar 8, 2010	N46985 - SEAL TEAM 8
956 Print-Friendly	Jun 16, 2010	N46985 - SEAL TEAM 8
892 Print-Friendly	Mar 8, 2010	N46985 - SEAL TEAM 8
943 Print-Friendly	Jun 8, 2010	N46985 - SEAL TEAM 8
901 Print-Friendly	Mar 16, 2010	N46985 - SEAL TEAM 8
889 Print-Friendly	Mar 8, 2010	N46985 - SEAL TEAM 8
929 Print-Friendly	Mar 23, 2010	N46985 - SEAL TEAM 8
899 Print-Friendly	Mar 15, 2010	N46985 - SEAL TEAM 8

[Help](#)

Total Career Jumps: 61
Low-Level Static Line: 34
Static Line Ram-Air: 2
Military Free Fall: 25

DJRS also keeps track of member's Quals and Currencies. To fill in information for a new profile or to edit an existing profile just click "Quals/Currencies"

Quals/Currencies

Items a jumper/diver must maintain to remain current

Select Person whose currencies will be worked with

Enter information in one or more fields:

DJRS ID ?

7 characters left

Last Name ?

focker

(partial, starts with)

50 characters left

First Name ?

gaylord

(partial, starts with)

50 characters left

Date of Birth ?

1 January 1985

Select

Clear

Foreign ID ?

20 characters left

Current DJRS Unit ?

Match any Unit



Search

Clear Fields

**Fill in Members
DJRS #, or other
info to select
profile.**

Quals/Currencies

Items a jumper/diver must maintain to remain current

[▶Help](#)**Quals/Currency for DJRS ID #2281801 Focker, Gaylord SSGT
M14702 - A COMPANY, 4TH RECONNAISSANCE BATTALION****Diving**

Diving Currency/Proficiency

Last 2 Dives supervised Jul - Dec 2010 (lapse Date: 12/31/2010)		
#	Dive #	Date
0 supervised dives in last 6 months		

Last 4 Dives Jul - Dec 2010 (lapse Date: 12/31/2010)		
#	Dive #	Date
0 dives in last 6 months		

Swim Qualification			
Obtained		Expires	
22 Jan 2010	Select	22 Jan 2013	Select

Jumping

Jumping Currency/Proficiency

	Most Recent	Lapse Date/ Days until Lapse	Last Six Months	Career
Low Level Static Line Jumps	N/A	N/A	0 jump(s)	0 jump(s)
Static Line Ram-Air	N/A	N/A	0 jump(s)	0 jump(s)
Free Fall Jumps	N/A	N/A	0 jump(s)	0 jump(s)
Low Level Static Line Jumpmastered/Assistant Jumpmastered	N/A	N/A	0 jump(s)	0 jump(s)
Static Line Ram-Air Jumpmastered/Assistant Jumpmastered	N/A	N/A	0 jump(s)	0 jump(s)
Free Fall Jumpmastered/Assistant Jumpmastered	N/A	N/A	0 jump(s)	0 jump(s)

Airborne Medical Exam			
Obtained		Expires	
2 Feb 2007	Select	2 Feb 2012	Select

Common

Proficiencies common to Jumping and Diving

HAPS Medical Exam			
Obtained		Expires	
5 Jul 2010	Select	5 Jul 2015	Select

[Save](#)[Back to Last Search Results](#)

**This is the
Quals/Currency
screen. It will list all
current currency's as
well as areas to
update physical &
HAPS exam dates.**

Quals/Currencies

Items a jumper/diver must maintain to remain current

Quals/Currency for DJRS ID #2281801 Focker, Gaylord SSGT M14702 - A COMPANY, 4TH RECONNAISSANCE BATTALION

✓ Quals / Currency saved.

**You'll see this when
you successfully edit
the members
quals/currencies.**

Diving

Diving Currency/Proficiency

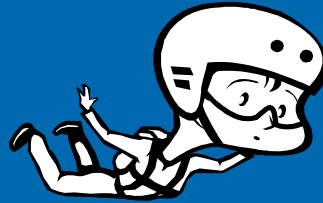
Last 2 Dives supervised Jul - Dec 2010 (lapse Date: 12/31/2010)		
#	Dive #	Date
0 supervised dives in last 6 months		

Last 4 Dives Jul - Dec 2010 (lapse Date: 12/31/2010)		
#	Dive #	Date
0 dives in last 6 months		

Swim Qualification			
Obtained		Expires	
22 Jan 2010	Select	22 Jan 2013	Select

Jumping

Jumping Currency/Proficiency



Questions?



Help

- Any issues not addressed or resolved by this training module, please contact the **WESS Help Desk** at (757) 444-3520 ext. 7048 (DSN 564)
or,
- Feel free to contact us with any questions or issues regarding the system at:

Naval Safety Center
DJRS Administrators

- ❑ Jump: Safe-jump@navy.mil
(747) 444-3520 (ext. 6044)
- ❑ Dive: Safe-divesalvage@navy.mil
(757) 444-3520 (ext. 7837)

